



Using the Iowa State Capitol for Your Event

Frequently Asked Questions

Q1. Where can we park when we arrive?

- A1. Please use one of the visitor parking lots which are clearly marked around the Capitol complex. Visitors may not block the entrances or fire lanes in front of the Capitol building or other buildings on the Capitol Complex. You will find more information at <http://das.gse.iowa.gov/events/parkinginfo.html>

Q2. Where can delivery vehicles unload our materials?

- A2. Delivery people can enter the building on the west side | ground floor, north of the west steps. This is the only loading dock for the building and the only drop-off place for persons with disabilities. Your vehicle may not be left unattended and must be moved to one of the visitor parking areas after the materials have been dropped off.

Q3. Which doors should we use to enter the building?

- A3. Visitors should use the entrances on the ground floor. Those entrances include the west and south year-round; the east entrance is accessible only during the legislative session. There is no access through the north entrance. Persons with disabilities may use the ground floor | west entrance.

Q4. What kind of security inspection is conducted?

- A4. All persons and packages are subject to search. No weapons or explosives will be allowed to be carried into the building. Electronic items may receive additional screenings. Identification may be requested. No packages, boxes, briefcases or other containers may be left unattended in public areas.

Q5. Do we have exclusive use of the Capitol on the day of our event?

- A5. No. Your group will be sharing space with other groups, state employees and visitors. It is your responsibility to keep all entrances and exits clear, allowing free movement within corridors and maintaining space for emergency personnel, in the event they are needed. Your event must maintain a five-foot aisle | passageway at all times in case of emergencies.

Q6. Who is liable for any damage that we may inadvertently cause?

- A6. Iowa law expressly provides that groups using the facilities are liable for any damage incurred during their events.

Q7. Are there any restrictions on using cell phones?

- A7. No restrictions. Cell phones may be used inside the Capitol.

Q8. Are computer connections available?

A8. No.

Q9. Do vendors assisting with the event need any special instructions?

A9. Any vendor assisting you should be provided with a copy of your event confirmation letter and this FAQ document.

Q10. How do we move equipment inside the building?

A10. A wheeled cart must be used to move furniture and equipment. Please do not drag items across the floor. If you have items that are too big to fit into the elevator, you will need to make arrangements to have them carried up the grand staircase. Dragging items across the floor or steps will damage the restored surface. Tables, chairs, boxes, etc. may be transported in the south rotunda elevator. The north rotunda elevator is for passengers only.

Q11. What if we need tables and chairs?

A11. We do not provide tables, chairs or podiums. You will need to contact an outside vendor. Please be sure to supply any vendors making deliveries with a copy of your event confirmation letter and this FAQ document. A five-foot aisle | passageway must be maintained at all times in case of emergencies.

Q12. Can we fasten items to the walls or floor?

A12. No tape, duct tape or fasteners of any sort can be attached to any part of the building structure. This includes walls, pillars, staircases or other parts of the structure. Only matting tape may be used to affix cables to the floors. No other type of tape may be used.

Q13. What electrical outlets are available?

A13. Outlets are located near the base of each of the circular heaters along the walls of the first floor. The east wing does not have power outlets.

Q14. Are there limitations on noise?

A14. We ask that you conduct your event in a way that is sensitive to both the visitors' and work environments of the Capitol building. Should you have questions or concerns about this, please contact Nancy.Williams@iowa.gov.

Q15. Are there limitations on signs?

A15. Signs cannot be hung from buildings, lampposts or trees. Signs suggesting that the State of Iowa endorses a particular individual, group, business or association are not permitted. Signs carried by individuals are acceptable.

Q16. What guidelines are provided for serving food?

A16. You may bring food in, or, you may inquire with staff at the Capitol cafeteria. Actions | items not allowed include: cooking, alcoholic beverages, popcorn poppers, candles or any device needing flame.

Q17. May we use balloons?

A17. No. Balloons are not allowed since they set off alarms connected to motion detectors.

Q18. May we smoke?

A18. Smoking is allowed in designated areas located outside only.

Q19. Where are the restrooms?

A19. Ground floor: women | near west entrance – men | near east entrance
Second floor: women | north end – men | none
First floor: none
Third floor: none

Q20. I'm having a press conference on the west steps of the Capitol; please give me more information

A20.

- Electrical outlets are on the base of each of the lampposts in the west mall area
- No signs can be hung from the building, walls, lampposts or trees; however, signs may be carried by an individual(s).
- At no time should signs, pictures or any other form of media be displayed or voiced that suggest an endorsement by the State of Iowa of an individual, group, association or business.
- Do not block the entrance or fire lane in front of the Capitol building.

Q21. Whose responsibility is it to clean up after our event is over?

A21. It is your responsibility to clean up after participants or spectators – including the removal of trash.

Q22. Where do I learn more about the Capitol experience?

A22. The Capitol Tour Guides provide general information to visitors at the Tour and Information desk located on the first floor in the rotunda area of the Capitol. They conduct scheduled tours of the Capitol weekdays and Saturdays free of charge between 8:15 a.m. and 3:45 p.m. Please e-mail Joan.Arnett@legis.state.ia.us or call 515-281-5591 to make arrangements. More information about the Capitol may be found at: <http://www.legis.state.ia.us/Pubinfo/Tour/>.

Q23. What are the hours of operation for the Capitol?

A23. Monday through Friday: 7:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 4:00 p.m.
Sunday: Closed
Holidays: Closed
Note: hours subject to change

Q24. Who do I contact for additional questions or concerns?

A24. Nancy.Williams@iowa.gov
Capitol Complex Events Coordinator
Iowa Department of Administrative Services
Hoover Building, Level A
Des Moines, IA 50319
515-281-7259/o
515-242-5974/f

Event application form: <http://das.gse.iowa.gov/events/forms/eventform.html>